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| **Memorandum**  |
| **To:**  | **[**Manager**], [**name of business unit**]** |
| **From:** | **[**Name of officer**], [**RTI Unit**]** |
| **Date:** |  |
| **Agency Ref:** |  |
| **Subject:** | Application for access to documents under the *Right to Information Act 2009* (Qld) |

1. On **[**date application received**] [***name of agency***]** received an application seeking access to documents under the *Right to Information Act 2009* (Qld) (RTI Act).The scope of the applicant’s request is set out in the Search Action Form (**attached**).
2. The object of the RTI Act is to give a right of access to information in the government's possession or under the government's control, unless, on balance, it is contrary to the public interest to give the access. Please read the attached guideline – *“What is the right of access in the RTI Act?”* for more information.
3. When an application for access to documents is received, an agency has a statutory obligation to locate all documents in its possession or control which fall within the terms of the application. When identifying documents that relate to an application, an applicant’s reasons and/or motivations for seeking access to documents are **not** relevant considerations.
4. In accordance with the attached Search Action Form, please conduct searches for the requested documents and provide the information detailed below.
5. Please provide a response to this request by **[**due date**]**.
6. If you have any queries, please contact **[**name of unit/officer**]** on **[**phone number**]**.

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| **Search Action FormRIGHT TO INFORMATION ACT/INFORMATION PRIVACY ACT** |
| **RTI reference number** | *Enter number* |
| **To** | *Enter business area contact* |
| **RTI Officer** | *Enter decision maker name and contact details* |
| **Response due by** | *Enter date response is required to be return to the RTI Officer*  |
| **APPLICATION SCOPE:** *Enter application details (including relevant date ranges)* |
| **ACTION REQUIRED:****Please search for documents and provide the following to the RTI Officer by {date}:**1. **all documents in full that were located and which are within the terms of the application above**
2. **completed record of searches table**
3. **signed search certifications**

*Please note that a document includes:**(a) any paper or other material on which there is writing; and**(b) any paper or other material on which there are marks, figures, symbols or perforations having a meaning for a person qualified to interpret them; and**(c) any disc, tape or other article or any material from which sounds, images, writings or messages are capable of being produced or reproduced (with or without the aid of another article or device).**Ensure thorough searches are conducted for documents, for example, on the electronic records system, emails, memos, officer’s work diaries, filing cabinets, staff bookshelves, storage boxes, draft documents, video and audio tapes, photographs, diagrams and handwritten notes/files.****If you believe other areas of the agency hold relevant documents please advise the RTI Officer immediately on the above contact details.***  |

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| **PLEASE TICK ALL RELEVANT BOXES BELOW** |
| **🞐 No documents located in response to application** | **🞐 Documents sent electronically** | **🞐 Original documents attached** *(documents will be returned when application process is finalised)***🞐 Copies of documents attached** | **🞐 Documents destroyed\*****🞐 Documents do not exist\*****🞐 Documents exist but cannot be located\*** |
| **\* Identify the relevant reasons in the record of searches.**  |

**Search record**

Please note, if further space is required, please refer to Appendix 2: record of searches table.

|  |  |  |  |  |  |
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| **Date** | **Time taken** | **Location searched** | **Description of searches** | **Number of documents located** | **Comments/reasons why not located** |
|  | *1.5 hrs* | *Email system* | *Key word search of email: John Smith, Assistant Director, Nobby’s Farm* | *120 pages (see attached)* |  |
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| **DO YOU HAVE ANY INFORMATION ABOUT THE RELEVANT DOCUMENTS THAT MAY ASSIST THE RTI OFFICER IN MAKING THEIR DECISION?** *The RTI decision maker will consider the information in the documents under the provisions of the RTI Act to determine what information will be released to the applicant.* ***All documents must be provided in full*** *for their consideration; however please identify any concerns or reasons why you think information may be contrary to the public interest to release or contain exempt information (for example, legal professional privilege).***……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………** |

**Certification**

I certify that:

* I have personally conducted **OR** I have requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[1]](#footnote-1) to conduct searches in relation to the access application, as detailed in the attached table
* I have searched **OR** instructed searches be made of all areas where I consider it reasonable to expect that documents relevant to the access application may be located
* All relevant documents that are located within my area of responsibility have been located and have been provided to the RTI/IP officer dealing with the access application
* Where documents have not been located, I have explained why the documents do not exist or cannot be located.

**Authorising officer** **Officer undertaking searches**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit/Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit/Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Insert the full name and position of the officer who physically undertook the searches. Please note this officer must also complete certification of his/her searches. [↑](#footnote-ref-1)